



Superior Court of California
County of San Bernardino
Employment Opportunity

Court Account Clerk II
\$3,035 - \$3,872 approximate monthly

Application deadline: 4:30 p.m., Friday, December 4, 2009
Announcement # 09-026

The list resulting from this recruitment will be used to fill current and future vacancies in the Financial Services Office located in Redlands. Incumbents may be assigned to any Court District within the County.

The Court Account Clerk II performs varied and complex clerical accounting work in connection with interpreting and processing financial or statistical records, or in reviewing and verifying a wide variety of complex data regarding financial record keeping activities. This position is an advanced working level class.

Typical duties of Court Account Clerk II include, but are not limited to:

- Prepares and generates a variety of monthly reports including bail, bank deposit acknowledgment, fund distribution and city settlements.
- Prepares all monthly reconciliations including bail, trust, general, NSF, jury, court reporter claims and imprest funds.
- Refunds and expenses jury, court reporter and appeal trust fees; refunds filing fees.
- Verifies collection revenue deposits, prepares monthly reconciliations and prepares voids when necessary.
- Codes requisition requests; audits invoices and billings for accuracy and compliance.
- Runs daily deposit reports; prepares daily deposit; balances deposit to reports; updates revenue distribution logs; reviews reports for bucket corrections.
- Performs related duties as assigned.

Requirements: Three years of financial record keeping experience that involved the maintenance of databases or spreadsheets or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Experience performing account analysis, cash handling or cashiering is highly desirable.

How to Apply: Applicants must complete and submit a Superior Court application. Application materials can be obtained by phone at (909) 387-6894 or on the internet at www.sb-court.org. **Faxed and electronic applications will not be accepted.**

Examination: The examination will consist of a written and/or an oral examination. The written exam may cover the following areas: Balancing, Bookkeeping, Fiscal Concepts, Arithmetic and Interpersonal Relations. Qualifying candidates will be notified of the date of the examination approximately two weeks prior to testing.

Benefits: Paid holidays, vacation time, sick leave, retirement plan, deferred compensation plan, employee health insurance (medical and dental), life insurance, merit salary increases, reimbursement of professional development, credit union.

Employment is contingent upon passing drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

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